

CSC Adopted: October 2001 , CSC Revised: \_\_\_\_\_**Class Title: Fire Inspector****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Investigates fire code and hazardous material violations and ensures corrective action. Performs investigations of environmental crimes and pollution hazards and supports suppression personnel when needed.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs fire and safety inspections by visiting sites, searching for and documenting fire code violations, explaining violations and possible corrective action, coordinating with other agencies, researching files, and issuing citations.
2	M	Addresses other duties by preparing reports, writing parking tickets, interviewing witnesses, testifying in court, working with attorneys, performing investigations of environmental crimes, attending training, giving public information presentations, may be activated for department operations.
3	M	Inspects businesses which store, manufacture or use Hazardous materials. Maintain accurate files for Tier II reports and material safety data sheets (MSDS). Assist City of Norfolk Environmental Crimes Task Force in planning enforcement and prosecution. Subject to being "on-call" on nights, weekends and holidays.

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Three (3) years combined experience as a Firefighter EMT, EMT-ST, EMT-C or EMT-P.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Inspector II (must achieve and maintain within one (1) year of promotion to the rank of Fire Inspector), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers.
Reading	Work requires the ability to read various manuals and code books.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as basic algebra.
Writing	Work requires the ability to write inspection and citation forms and witness statements. Compose letters and lesson plans for training.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	N/A
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives. Meet with the general public to perform Fire Safety programs, Career Day displays, Health Fairs.

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Sedentary	Light	Medium X	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Safety inspections, interviews, giving presentations
Sitting	F	Driving, surveillance, computer, desk work
Walking	F	Safety inspections
Lifting	O	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Carrying	O	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Pushing/Pulling	R	Safety inspections, collecting evidence
Reaching	F	Testing smoke detectors and lights, collecting evidence
Handling	F	Safety inspections, collecting evidence, flashlight, camera, sampling equipment, binoculars, tablet and pen
Fine Dexterity	F	Computer keyboard, writing, collecting evidence
Kneeling	F	Safety inspections, collecting evidence
Crouching	F	Safety inspections, collecting evidence
Crawling	O	Safety inspections, collecting evidence
Bending	F	Safety inspections, collecting evidence
Twisting	F	Safety inspections, collecting evidence
Climbing	F	Ladders, stairs, catwalks
Balancing	R	On ladders, stairs, catwalks
Vision	C	Computer, desk work, safety inspections, driving
Hearing	C	Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings
Talking	F	Telephone, Police officers, firefighters, property owners, citizens, presentations, meetings
Foot Controls	F	Driving
Other (specify)	O	Operates 40' Safety trailer for Public education

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Flashlight, camera, telephone, fax machine, combustible gas meter, general office supplies, sampling equipment, binoculars, computer, Standard Microsoft Windows and Office software, Firehouse software, Internet

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	D	Dirt and Dust	D	Office Environment --
Chemical Hazards	W	Extreme Temperatures	D	Warehouse --
Electrical Hazards	D	Noise and Vibration	D	Shop --
Fire Hazards	D	Fumes and Odors	D	Vehicle --
Explosives	M	Wetness/Humidity	D	Outdoors X
Communicable Diseases	M	Darkness or Poor Lighting	D	Other (see 2 below) --
Physical Danger or Abuse	M			
Other (see 1 below)	N			

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety shoes, hard hat, safety goggles, gloves, chemical mace, steel toed boots, ear protection, eye protection, turnout gear

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)